Hardin-Jefferson I.S.D.

B.Y.O.T.

(Bring your own Technology)

Student, Staff and Parent Guide

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Purpose

- Hardin-Jefferson I.S.D. is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, H.-J.I.S.D. is now piloting a plan that will allow Middle School and High School school students and staff to to access our guest wireless network using their own technology tools (laptops, Smart Phones, iPads etc) during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners (via email) and use the productivity tools that may be currently loaded on the device (Microsoft Word, Power Point etc).

Plan

Beginning this school year students may begin bringing their own technology tools to their school campus. Users will be bound to the rules of usage set forth in the current Acceptable Use Policy for the District. Students who do not have a signed A.U.P. on file at their campus will not be allowed to access the Network. Once on the guest network, all users will have filtered Internet access just as they would on a district owned device. All users, teachers and students, will be filtered at the default level when using personal technology devices.

Frequently Asked Questions - Students

- Students:
- I have my laptop with me in class. How do I get on the Internet now?
- Answer: You must register your device with your campus technologist. You must provide them with your device name, MAC address and serial number. Device names MUST be school appropriate. They will give you the guest account password and then you can connect your laptop. Most devices will detect a wireless connection when you are near one. Most of the time you will be asked to join the network. When prompted, choose guest from the list.
- My laptop is not prompting me to choose a wireless network. Is there another way to connect?
- Answer: In the settings menu of your device, there is usually an icon for a network, go to this icon and choose guest from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network.
- I brought my iPad to school to use in the classroom but my teacher said I couldn't use it in her classroom. Can I still use it?
- Answer: The teacher in the classroom is the final say on procedures in the classroom. If he or she asks you not to use your technology tool, then you should follow those directions. Access is only available, not guaranteed for each classroom situation.
- I just can't get my laptop to connect to the network. Can I get some help from someone?
- Answer: Resources may be available to help you connect to the guest network on your campus, however, you will need to consult with a campus administrator for these resources. It is not the responsibility of your teachers or other staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.
- I need to save my work in my H drive folder. Why can't I access this resource?
- Answer: You are on the guest network. It is not the same as the network you would normally access from you computer. You will not see your shared folders, so you will need to save your work in another place. Some options include a flash drive, your own hard drive or your gmail account.
- I need to print the spreadsheet I just created, why is there no printer listed when I try this?
- Answer: Like the shared document folders, printers are networked differently on the campus and will not be available when you log on to the guest network. Some printing solutions include, emailing the document to your teacher to print, save it to a flash drive and print it from home or another campus computer. Keep in mind that using campus printers in the classroom or other leaning spaces is at the discretion or the teacher or other campus administrator.
- Why can't my little brother bring his laptop to school? He is in Elementary school?
- Answer: This year, we are limiting this to Middle School and High School students and staff. Your participation in this "pilot" will help us determine the best way to carry out thus plan on other campuses. We will learn from you and our usage and issues so that next year we will be able to make the needed changes and add the program for other users.

FAQS – Students (CONT.)

- My Laptop was stolen when I brought it to school. Who should I contact about this?
- Answer: Bringing your own technology tools to school can be useful, however some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft. H.-J. I.S.D. is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him or her aware of the offense.
- Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?
- Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Your laptop or phone is the device, the network you are using while at school belongs to H.-J. I.S.D. and will be filtered.
- Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal computer?
- Answer: Yes. The Acceptable Use Policy for H.-J.I.S.D. remains in effect even when you are using your own laptop, smart phone, iPad etc. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with on the campus with a campus administrator. You can review this policy here.

http://tinyurl.com/6cqjmcx or

Hjisd.net – Students- Student Network User Policy

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Frequently Asked Questions – Staff

- Staff
- My classroom is not conducive to student owned technology, am I required to allow my students to access their technology tools in the classroom?
- Answer: No. Although we encourage teachers to leverage the student owned technology tools in their classroom for learning, there is no requirement of teachers to allow this. You are in charge of the way your class functions and the rules that apply.
- Some of my students cannot access the network on their laptops or iPhones. I don't have time in a class period to help them with this. Should I put in a help request or call someone?
- Answer: No. Students who cannot access the guest network or who may have technical issues with their technology tool need to take care of this issue by working with their user's manual that came with the device outside of the classroom. These are not H.-J. I.S.D. devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.
- I have students on my campus who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon ETC) on their smart phones or laptops, hence bypassing the filter. Is this a violation of the student AUP?
- This is not an AUP violation because the student is not bypassing the filter on the guest network, but instead using a provider's data plan.
- I have my own laptop and smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?
- Answer: Yes, Campus staff can also access the guest network. You will need to register your device with your campus specialists. Keep in mind that the guest network is going to be filtered at the default level for everyone using it. Campus printers and network drives will not be accessible on your device.
- One of my students was using his laptop to bully another student on campus. Should I call the Technology Department to report this?
- Answer: No. Any disciplinary infractions that occur from using technology devices should be referred to a campus administrator. This would be a student code of conduct issue.
- Will students have access to any common software packages via the guest network access?
- Answer: Not at this time. We will continue to evaluate the pilot and the needs for the future and make changes based on campus recommendations
- Should I call the Central Office or Technology Department if one of my student's devices is damaged or stolen?
- Answer: No. Any theft should be handled as you normally would on your campus. H.-J.I.S.D. is not responsible for any damage or theft of student owned technology tools. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

Frequently Asked Questions- Parents

- Parents
- My son is bringing his iPad to school for instructional purposes. Will he have access to things he normally does with district equipment?
- Answer: Your son will have access to any of the web based software the campuses currently use. (Databases,library search tools etc.). Software may run differently on different devices for varying reasons. You should consult your owner's manual for software limitations. (Ex. iPads cannot run software requiring Flash player)

- As a parent, am I required to add additional software (virus protection, filter, tracking device etc) to my child's technology tool?
- Answer: No. We are not currently requiring any additional software for school use. Virus protection is always advised. While on the guest network, students Internet use will be filtered by the Districts filtering software so there is no need for additional filtering software. Tracking software in case of theft is at your own discretion.

- I have read the Acceptable Usage Policy and I do not wish to have my child accessing the Internet using their own laptop. I would like to allow her to continue using her computer for productivity but not for Internet access. Is this allowable with this pilot plan?
- Answer: Your child can use her technology tool without connecting to the guest wireless.
  If the device is connected to the network it will have Internet Access. It is not the responsibility of the campus staff to ensure that they have not accessed the Internet using his device.
- I am the president of a booster club on my students campus. We hold meetings at night. Will we have access to the guest network after school hours?
- Answer: Yes. The guest network will be accessible after school hours.
- If my daughter's laptop is stolen or damaged, what recourse can I take?
- Answer: The district is not responsible for any damage or theft of student owned equipment. Installing a tracking software can help locate the equipment if it is stolen and keeping track of the devices serial, model number and type will be helpful as well. Theft or vandalism of any kind should be reported immediately to a campus administrator so he/she can take the appropriate steps.

FAQS – Parents (CONT.)

- What are the campus/classroom rules for using student owned devices including phones?
- Answer: Teachers make the final decisions for any tools used in the classroom, student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Contact your child's teacher or campus administration for his/her expectations.

- Will my child have access to communication tools like email or message boards while on the guest network.
- Answer: Yes. District approved, educational, curriculum supported communication tools will be available to support learning activities.

- Where can I find the Acceptable Use Policy for Technology at Hardin-Jefferson I.S.D.?
- Answer: Our A.U.P. is available at **http://tinyurl.com/6cqjmcx** **or**
- Hjisd.net – Students- Student Network User Policy